

**Office of Examination Services
Staff Services Manager (SSM) I and II exams
Frequently Asked Questions
June 8, 2006**

1. Why was the final filing date (FFD) extended from June to July?

The Department requested the State Personnel Board (SPB) to abolish the current lists. This requires a hearing. The SPB was unable to calendar this request for a June hearing; and therefore, it is being delayed to the July 11-12, 2006 Board hearing. As required, the FFD is being extended to July 13, 2006, a date after the hearing.

2. When will the written tests be administered?

August/September 2006.

3. Will the rescheduled exams be conducted on a Saturday?

Yes.

4. Will those who are required to retake the exam be required to reapply or will they automatically be admitted to the second exam?

Candidates must reapply.

5. Will others who did not take the initial exam be allowed to take the re-exam?

Yes.

6. Will the new exams be the same type of examination?

Yes.

7. If I have a schedule conflict with the exam date, will I be allowed to re-schedule?

Yes, if one of the following conditions apply on the date of the exam:

1. Religious conflict
2. A military obligation
3. An official department assignment
4. Family illness or death which prevents employee's participation (with substantiation)
5. Pre-paid vacation (with substantiation)
6. Jury duty or under subpoena to appear in court
7. Natural occurrences which result in transportation stoppage
8. The original test date is changed resulting in a conflict
9. Test notice fails to reach the candidate and candidate notifies the exam office at least 3 days prior to the written test date

8. What is the "nine – rank" list?

When a new list is established there will be nine ranks. Individuals in the first three ranks will be reachable and eligible to be hired. Once a rank is cleared (from the top three ranks), individuals in the next rank will be eligible to be hired.

9. What is a "rule of three ranks" list?

All candidates who passed the exam were placed in three ranks, all of which would be “reachable” for consideration for appointment.

10. When will the new list be available?

September/October 2006.